

## REQUEST FOR PERSONNEL ACTION

1. Actions Requested <b>Recruitment (Term)</b>		2. Request Number <b>WM-10-087</b>	
3. For Additional Information Call (Name and Telephone Number) <b>Vanessa Felton @ 404-562-9365 / Lynn Dumas @ 404-562-8149</b>		4. Proposed Effective Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <i>Gail Mitchell</i> Deputy Director, WPD <b>7-15-10</b>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>Jacqueline Wynn-Bryant, Human Resources Officer</b>	

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date
-------------------------------	--	---------------------------	------------------	-------------------

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number		15. TO: Position Title and Number <b>Ecologist</b>	
------------------------------------	--	---	--

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Base	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Base
						<b>GS</b>	<b>0408</b>	<b>11/12</b>			
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		

14. Name and Location of Position's Organization		22. Name and Location of Position's Organization <b>US EPA Region 4 Water Protection Division Wetlands, Coastal and Oceans Branch Wetlands &amp; Marine Regulatory Section - 90445400 Atlanta, GA</b>	
--	--	--	--

23. Veterans Preference 1 - None    3 - 10-Point/Disability    5 - 10-Point/Other 2 - 5-Point    4 - 10-Point/Compensable    6 - 10-Point/Compensable/30%		24. Tenure 0 - None    2 - Conditional 1 - Permanent    3 - Indefinite		25. Agency Use	26. Veterans Preference for <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant	
30. Retirement Plan		31. Service Comp. Date		32. Work Schedule <b>F Full-Time</b>	
33. Part-Time Hours Per Biweekly Pay Period					

34. Position Occupied 1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career Reserved		35. FLSA Category <b>E</b> E - Exempt N - Nonexempt	36. Appropriation Code <b>1011/B/04W/403BE2C 100%</b>	37. Bargaining Unit Status
38. Duty Station Code <b>13-0280-121</b>		39. Duty Station (City - County - State or Overseas Location) <b>Atlanta, Fulton, Georgia</b>		

40. Agency Data	41.	42.	43.	44.
-----------------	-----	-----	-----	-----

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA    8 - Other	50. Veterans Status	51. Supervisory Status
-----------------------	--------------------------	-------------------------	----------------------	---	---------------------	------------------------

1. Office / Function	Initials / Signature	Date	Office / Function	Initials / Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature	Approval Date
--	--	-----------	---------------

CONTINUED ON REVERSE SIDE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
(If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

#### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.  
Your resignation/retirement is effective at the end of the day – midnight – unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 4  
ATLANTA FEDERAL CENTER  
61 FORSYTH STREET  
ATLANTA, GEORGIA 30303-8960

JUL 15 2010

**MEMORANDUM**

SUBJECT: Justification for a Term Appointment to the Wetlands and Marine Regulatory Section

FROM: Jennifer S. Derby, Chief *JSD*  
Wetlands and Marine Regulatory Section

THRU: Thomas C. Welborn, Chief *TCW*  
Wetlands, Coastal and Oceans Branch

Gail Mitchell, Deputy Director *gm*  
Water Protection Division

Jacqueline Wynn-Bryant  
Human Resources Officer

TO: Suzanne Roberts, HRMD-RTP, Immediate Office

The Wetlands and Marine Regulatory Section at EPA Region 4 has requested a Term position for the purpose of conducting the Clean Water Act Section 404 wetland regulatory work specifically within the context of the Florida phosphate mining industry, in order to determine if proposed mining projects will impact waters of the United States. The person in this position will make recommendations for the development of field protocols, permitting program requirements and policy changes related to the phosphate mining industry within the "bone valley" region of Central Florida.

Approve by: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name			<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Ecologist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0408-11		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

**When this checklist is used as an amendment to a position description, the following signatures are required:**

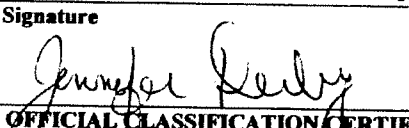
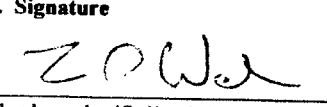
Supervisor's Signature	Date
<i>Jennifer Desley</i>	7-12-10
Personnel Specialist's Signature	Date

### Part 1. Contracts Management Duties

Pre-award:		Close-out:	
			Monitors management and performance of delivery orders/work assignments after award
Plans Procurements			Defines scope of work for work assignments
Estimates Costs			Approves payment requests of ACH drawdowns
Obtains funding commitments			Manages cost-reimbursement contracts
Prepares procurement requests			Reviews invoices
Writes statements of work			Inspects and accepts deliverables
Reviews statements of work			Other (list)
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
<b>Post-award:</b>		<b>Percentage of Time Spent on Contracts Management</b>	
Prepares delivery orders			Provides assistance to Contracting Officer in settling claims
Reviews contractor work plans			Other (list)
Reviews contractor progress reports			
Monitors government-furnished property			
Monitors cost, management, and overall technical performance of contract after award			%

*Continued*

<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues
		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<b>Pre-application/Application:</b>		
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		
Serves as resource to Selection Panel		<b>Close-out:</b>
Informs applicants of funding decisions		Certifies deliverables were satisfactory and timely
Other (list)		Provides assistance to recipients and Grants Management Office to ensure timely close-out
		Reconciles payment with work performed
		Notifies recipient of close-out requirements
<b>Award:</b>		Obtains legal assistance if necessary to resolve incomplete close-out
Prepares funding package, including Decision Memorandum		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Obtains concurrences/approvals		Other (list)
Reviews/concurs in completed document		
Establishes project file		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
Other (list)		
<b>Project Management/Administration:</b>		
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		
Plans and negotiates work effort		Monitors cost management and overall technical performance
Estimates costs		Participates in decisions about project modification/termination
Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Prepares commitment notice		Inspects and accepts deliverables
Writes or reviews scope of work		Other (list)
Responds to pre-agreement inquiries		
Participates in pre-agreement conferences		<b>Close-out:</b>
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Reviews final report
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Decides on disbursement of equipment
Performs technical evaluation of work plan and budget		Reconciles payments with work performed
Prepares funding package and obtains necessary concurrences		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Other (list)		Certifies deliverables
		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Interagency Agreements Management:</b>
Reviews progress reports/financial reports		

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b>	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
Recruitment					
<b>Official Allocation</b>	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>4. Supervisor's Recommendation</b>	Ecologist	GS	0408	11	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b>		
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>			e. Wetlands & Marine Regulatory Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Water Protection Division			h. Employing Office Location Atlanta, GA		
d. Wetlands, Coastal and Oceans Branch			i. Organization Code 90445400		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>		
Jennifer Derby, Chief, Wetlands & Marine Regulatory Section			Thomas Welborn, Chief, Wetlands, Coastal and Oceans Branch		
<b>b. Signature</b>		<b>c. Date</b>	<b>e. Signature</b>		<b>f. Date</b>
		7-12-10			7/14/10
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b>	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				<b>e. FLSA Determination</b>	
				<input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>	
		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( ___% of time) <input type="checkbox"/> This position is subject to random drug testing ( ___ )			
<b>j. Date</b>					
<b>11. REMARKS</b>					





Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

Grade 11

0408: Ecologist

0400 Series: Natural Resources Management and Biological Sciences Group

**BACKGROUND:** Wetlands, Coastal, and Oceans Branch; Water Protection Division; Region 4; United States Environmental Protection Agency; Atlanta, Georgia. The Branch is responsible for the wetlands and marine regulatory programs for Region 4. The wetland regulatory program oversees the Clean Water Act Section 404 permitting program, works with the state agencies and United States Corps of Engineers involved in stream and wetland protection and restoration, and implements and coordinates partnership activities to preserve, restore, and enhance wetlands and streams. The wetland regulatory program provides assistance and direction to states, other federal agencies, and tribes on technical and programmatic aspects of wetland and stream management practices and coordinates national and regional policy for the program, all within the context of watershed management.

**INTRODUCTION:** The position is an **aquatic ecologist** in the Wetlands, Coastal, and Oceans Branch. The incumbent works with Branch staff to assess structural and functional disturbances induced in the short-, medium-, and long-term by physical, chemical, and biological agents resulting from the direct and indirect effects of anthropogenic activities, including phosphate mining. The incumbent will review chemical and biological monitoring data and reports, conduct field assessments, and investigate stream/river/wetland/coastal ecosystems impacted by phosphate mining and other land uses. The incumbent will recommend methods to avoid and minimize impacts; assist in the development of field and laboratory protocols, policy changes, permitting program requirements, and training related to aquatic ecology; and review stream and wetland management and restoration projects. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

**MAJOR DUTIES AND RESPONSIBILITIES:** Performs work to support the Clean Water Act Section 404 permitting program, monitoring, data analysis, and protection in Region 4's rivers, streams, and wetlands habitats. Reviews Section 404 permits to determine impacts on the aquatic environment from anthropogenic influences such as mining. Makes recommendations to avoid and minimize impacts to the aquatic environment and waters of the U.S. Makes recommendations for the mitigation of any permitted impacts within the 404 regulatory context. Makes water quality recommendations to protect designated uses and improve habitat. Coordinates with the Clean Water Act Section 402 NPDES permitting program for proposed projects that require involvement by both programs. Assists in and makes recommendations for the development of field protocols, policy changes, permitting program requirements, and training related to aquatic ecology assessments. Works closely with state agencies, including those involved in mining-related environmental management issues.

Reviews analyses of water and sediment quality designed to assess potential impacts of influences such as the phosphate mining industry and to protect the health of sensitive organisms

in natural wetland, stream, and coastal systems. Responsibilities include work related to toxicity testing procedures, species sensitivity, water quality sampling methodologies, ecological risk assessment, site-specific water quality guidelines, and stream and wetland biocriteria.

Reviews stream and wetland restoration plans and mine reclamation plans in support of the Clean Water Act Section 404 permitting program. Determines if proposed mitigation adequately compensates for these impacts. Recommends ways to improve mitigation to benefit aquatic communities and diversity within a watershed context.

Assists with field sampling or studies using a variety of standard methods, procedures, and techniques. Assists with compiling, analyzing, and interpreting field and laboratory biological and chemical data, and reports conclusions.

Addresses industrial, educational, governmental, business and other sectors on matters dealing with water pollution, aquatic ecology, and ecological restoration science.

Operates, calibrates and, maintains specialized scientific equipment used in aquatic ecology. Investigates non-point and point source adverse impacts to stream biota that are associated with anthropogenic influences such as mining, and recommends methods to reduce these impacts.

Assists with analysis of water quality by investigating fish, amphibian, macroinvertebrate and/or plankton and/or benthic fauna populations and comparing them with the expected norm.

Assists with the preparation of periodic and/or special technical, scientific reports, documents, and articles.

Confers with regional attorneys on permitting actions and litigation involving the wetlands and stream programs, providing technical data and reports, as needed. Notifies the wetlands and stream enforcement programs of potential permit compliance violations, mitigation compliance violations, and enforcement cases.

Interagency Coordination. Works with other federal, state, and local agencies to promote policies and operation procedures to streamline wetland regulatory and planning processes while at the same time providing a high level of protection for the resource. This includes working on reform of the content or implementation of wetland regulations, developing links between state and federal regulations and delegation of portions of the wetlands program to states through the development of memoranda of agreement, delegation agreements, general permits, or standard operating procedures.

#### Program/Project Management

Provides advice and assistance, and performs environmental liaison work, to state, local, and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection and restoration policies, plans, and programs. Using established EPA protocol, reviews, analyzes, and recommends modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of state or federal environmental programs.

Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

Scientific and Technical Analysis

Uses analytical methods and techniques to analyze a wide range of scientific, legal, environmental protection, and/or environmental management issues. Using standard analyses and field studies, provides technical assistance regarding data review, quality assurance and sampling techniques to Regional staff, state and local agencies, private industry, and the general public. Prepares reports defining results of analyses, stating results and making recommendations as appropriate.

Regulation Review/Implementation

Reviews and implements environmental standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develops quality assurance guidelines to establish data quality.

Team/Work Group Participation. Works with self-managed work teams or cross program work groups to determine and specify program goals and objectives. Identifies resources necessary to accomplish goals and objectives. Facilitates cross program communication within EPA to leverage other regulatory programs for improved protection of wetland resources. Ensures that a consideration of wetland resources is an element of all Division watershed/ecosystem initiatives. Organizes or participates in intra-agency wetland planning working groups and task forces and incorporates the findings and policies of other EPA Region 4 programs and projects into the furtherance of wetland protection.

Upper Management Communication. Prepares and conducts briefings and briefing materials on significant wetland protection activities for managers.

**FACTORS:**

Factor 1-7. Knowledge Required by the Position

1250 points

Knowledge, experience, and education includes aquatic ecology, field ecology of aquatic organisms, applied phycology (aquatic plants), water quality sampling methodologies, fish biology and ecology, macroinvertebrate biology and ecology, restoration prioritization and effectiveness assessment for efficient conservation and management of aquatic resources, stream and wetland natural processes, and watershed assessment.

Knowledge and experience related to Wetlands Regulatory Project Management, development of freshwater and marine aquatic ecological methodology, environmental policies, permitting program requirements, statistical analysis and training related to stream and wetland mitigation and restoration issues; and use of SCUBA in ecological research.

Skill in applying, advanced theories, principles, concepts, practices, standards, and methods of aquatic ecology sufficient to perform assignments that involve initiating, formulating, and

planning, major studies, or continuing specialized projects; as well as use findings of specialized studies, new analytical developments, and modified processes to resolve novel, obscure, or highly controversial problems that affect the program area.

The position requires knowledge of applicable environmental statutes and regulations. Basic knowledge of Clean Water Act (CWA) programs, such as wetlands and streams (Section 404); Wetland Program Development Grant CWA program; the CWA 401 programs related to the state water quality agencies' water quality certification programs; the Water Quality Standards Program.

The position requires knowledge of Environmental Justice protocols and programmatic issues.

Factor 2-5. Supervisory Controls

650 points

The supervisor makes assignments in the form of broad functional responsibilities with broad objectives. The scientist independently plans and carries out assignments through to completion, and resolves problems in accordance with accepted practices. Completed work is reviewed for technical soundness, appropriateness, and conformance with policy and objectives.

Factor 3-5. Guidelines

650 points

The incumbent uses guidelines ranging from broad policy statements and recent scientific findings or reports, many of which are ambiguous and require extensive interpretation, to agency manuals and publications; Local, State and Federal codes and standards; scientific literature and publications of professional societies; and agency policy program directives. Guidelines typically cover a range of technical and programmatic criteria which must be interpreted, adapted, and extended. Considerable judgment and latitude are required to determine the intent of applicable guidelines, and formulate interpretations to apply in implementation of regulatory programs. Judgment and originality are required to correlate theoretical considerations with experience to evolve compromises, and to plan and coordinate action promptly to assure efficient and technically adequate responses to problems; to select form among alternative approaches or develop new methods when established practices are inadequate; and to determine the need for additional guidelines.

Factor 4-5. Complexity

325

Work involves performing a variety of duties requiring in-depth analysis of problems and issues that cover a wide geographic and environmentally varied area; integrated resource analysis and coordinating and planning activities with linkages to multiple resource programs; and developing new approaches for problem and issue resolution;

Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

Factor 5-6. Scope and Effect

450 points

The purpose of the work is to assess water quality, structural and functional disturbances (from physical, chemical, and biological agents), and ecological conditions in wetlands and streams impacted by mining and other anthropogenic activities; to determine anticipated impacts from proposed projects such as surface mining operations and development projects; to review chemical and biological monitoring data and reports and investigate impacts to aquatic ecosystems within the context of watershed management and restoration; to recommend methods to avoid and minimize impacts to aquatic ecosystems; to evaluate proposed and existing stream restoration projects associated with mitigation for impacts due to mining and other land use activities; and to assist in the development of field protocols, policy changes, and permitting program requirements related to stream and wetland management.

The work performed involves implementing major agency programs, with projects and activities that are critical, sensitive, and/or controversial. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The results of the work affect large numbers of people on a long-term and continuing basis, and decisions have long-term effects on public and private organizations and/or regulated industries. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

Factor 6-3. Personal Contacts

see below for combined point assignment for Factors 6 & 7

Contacts are a wide range of individuals and groups, including professional personnel and subject matter specialist throughout the Agency, at other federal agencies, in state and local government, Tribal government, private industry, academia, environmental advocacy groups, and in some cases, the media and elected officials.

Factor 7-C. Purpose of Contacts

see below for combined point assignment for Factors 6 & 7

The purpose of contacts is collecting and exchanging information; influencing or negotiating with persons or groups who may be skeptical or uncooperative, or whose interests differ from those of the program represented; providing consultation on problems; defending proposed approaches, negotiating settlement of differences, and resolving problem areas. Issues to be resolved are sensitive or controversial, and often involve gaining compliance with established policies or acceptance of established methods using persuasion or negotiation, or establishing rapport to gain information. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems dealing with others who are working toward mutual goals.

> Combined Point Assignment for Factors 6 & 7

180 points

Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

Factor 8-1. Physical Demands

5 points

Work within the office is primarily sedentary; however, physical effort such as periods of standing, bending, climbing, or driving a motor vehicle will also be required, including field work and site visits. The work will require some travel.

Factor 9-1. Work Environment

5 points

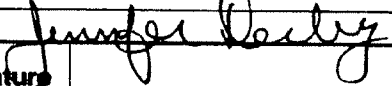
Work is typically performed in an adequately lighted and climate controlled office. Will require some travel. There may be occasional exposure to moderate risks or discomforts due to field work associated with mining and other land use sites.

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information			Percentage of Time Spent on Extramural Resources Management	
Name			<input checked="" type="checkbox"/>	This position has no extramural resources management responsibilities.
Position Number				Total extramural resources management duties occupy less than 25% of time.
Title	Ecologist			Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0408-12			Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature		Date	7-13-2010
Personnel Specialist's Signature		Date	

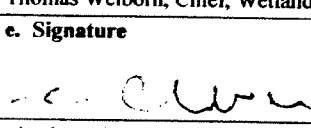
### Part 1. Contracts Management Duties

Pre-award:		Close-out:	
			Monitors management and performance of delivery orders/work assignments after award
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		
Monitors cost, management, and overall technical performance of contract after award		Percentage of Time Spent on Contracts Management	
			%

*Continued*

<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues
<b>Pre-application/Application:</b>		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		<b>Close-out:</b>
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		Reconciles payment with work performed
		Notifies recipient of close-out requirements
<b>Award:</b>		Obtains legal assistance if necessary to resolve incomplete close-out
Prepares funding package, including Decision Memorandum		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Obtains concurrences/approvals		Other (list)
Reviews/concurs in completed document		
Establishes project file		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
Other (list)		
<b>Project Management/Administration:</b>		
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		
Responds to pre-agreement inquiries		<b>Close-out:</b>
Participates in pre-agreement conferences		Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences		Certifies deliverables
Other (list)		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
<b>Project Management/Administration:</b>		
Reviews progress reports/financial reports		<b>Percentage of Time Spent on Interagency Agreements Management:</b>



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b>	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
Recruitment					
<b>Official Allocation</b>	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>4. Supervisor's Recommendation</b>	Ecologist	GS	0408	12	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b>		
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>			e. Wetlands & Marine Regulatory Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Water Protection Division			h. Employing Office Location Atlanta, GA		
d. Wetlands, Coastal and Oceans Branch			i. Organization Code 90445400		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>		
Jennifer Derby, Chief, Wetlands & Marine Regulatory Section			Thomas Welborn, Chief, Wetlands, Coastal and Oceans Branch		
<b>b. Signature</b>		<b>c. Date</b>	<b>e. Signature</b>		<b>f. Date</b>
		7-12-10			7/14/10
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b> This position	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				<b>e. FLSA Determination</b>	
				<input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>	
		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( ____% of time) <input type="checkbox"/> This position is subject to random drug testing ( ____ )			
<b>j. Date</b>					
<b>11. REMARKS</b>					



Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

Grade 12

0408: Ecologist

0400 Series: Natural Resources Management and Biological Sciences Group

**BACKGROUND:** Wetlands, Coastal, and Oceans Branch; Water Protection Division; Region 4; United States Environmental Protection Agency; Atlanta, Georgia. The Branch is responsible for the wetlands and marine regulatory programs for Region 4. The wetland regulatory program oversees the Clean Water Act Section 404 permitting program, works with the state agencies and United States Corps of Engineers involved in stream and wetland protection and restoration, and implements and coordinates partnership activities to preserve, restore, and enhance wetlands and streams. The wetland regulatory program provides assistance and direction to states, other federal agencies, and tribes on technical and programmatic aspects of wetland and stream management practices and coordinates national and regional policy for the program, all within the context of watershed management.

**INTRODUCTION:** The position is an **aquatic ecologist** in the Wetlands, Coastal, and Oceans Branch. The incumbent works with Branch staff to assess structural and functional disturbances induced in the short-, medium-, and long-term by physical, chemical, and biological agents resulting from the direct and indirect effects of anthropogenic activities, including phosphate mining. The incumbent will review chemical and biological monitoring data and reports, conduct field assessments, and investigate stream/river/wetland/coastal ecosystems impacted by phosphate mining and other land uses. The incumbent will recommend methods to avoid and minimize impacts; assist in the development of field and laboratory protocols, policy changes, permitting program requirements, and training related to aquatic ecology; and review stream and wetland management and restoration projects. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

**MAJOR DUTIES AND RESPONSIBILITIES:** Performs work to support the Clean Water Act Section 404 permitting program, monitoring, data analysis, and protection in Region 4's rivers, streams, and wetlands habitats. Reviews Section 404 permits to determine impacts on the aquatic environment from anthropogenic influences such as mining. Makes recommendations to avoid and minimize impacts to the aquatic environment and waters of the U.S. Makes recommendations for the mitigation of any permitted impacts within the 404 regulatory context. Makes water quality recommendations to protect designated uses and improve habitat. Coordinates with the Clean Water Act Section 402 NPDES permitting program for proposed projects that require involvement by both programs. Assists in and makes recommendations for the development of field protocols, policy changes, permitting program requirements, and training related to aquatic ecology assessments. Works closely with state agencies, including those involved in mining-related environmental management issues.

Reviews analyses of water and sediment quality designed to assess potential impacts of influences such as the phosphate mining industry and to protect the health of sensitive organisms

in natural wetland, stream, and coastal systems. Responsibilities include work related to toxicity testing procedures, species sensitivity, water quality sampling methodologies, ecological risk assessment, site-specific water quality guidelines, and stream and wetland biocriteria.

Reviews stream and wetland restoration plans and mine reclamation plans in support of the Clean Water Act Section 404 permitting program. Determines if proposed mitigation adequately compensates for these impacts. Recommends ways to improve mitigation to benefit aquatic communities and diversity within a watershed context.

Plans, coordinates, and conducts field sampling or studies using a variety of standard methods, procedures, and techniques. Compiles, analyzes, and interprets field and laboratory biological and chemical data, and reports conclusions.

Addresses industrial, educational, governmental, business and other sectors on matters dealing with water pollution, aquatic ecology, and ecological restoration science.

Operates, calibrates and, maintains specialized scientific equipment used in aquatic ecology. Investigates non-point and point source adverse impacts to stream biota that are associated with anthropogenic influences such as mining, and recommends methods to reduce these impacts.

Analyzes water quality by investigating fish, amphibian, macroinvertebrate and/or plankton populations and comparing them with the expected norm. Analyzes the composite bottom fauna community.

Prepares periodic and/or special technical, scientific reports, documents, and articles. Integrates knowledge of sciences, remote sensing, and/or data management to perform complex and detailed multi-media, geo-referenced analyses with state-of-the-art computer systems.

Confers with regional attorneys on permitting actions and litigation involving the wetlands and stream programs, providing technical data and reports, as needed. Notifies the wetlands and stream enforcement programs of potential permit compliance violations, mitigation compliance violations, and enforcement cases.

Interagency Coordination. Works with other federal, state, and local agencies to promote policies and operation procedures to streamline wetland regulatory and planning processes while at the same time providing a high level of protection for the resource. This includes working on reform of the content or implementation of wetland regulations, developing links between state and federal regulations and delegation of portions of the wetlands program to states through the development of memoranda of agreement, delegation agreements, general permits, or standard operating procedures.

#### Program/Project Management

Provides advice and assistance, and performs environmental liaison work, to state, local, and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection and restoration policies, plans, and programs. Using established EPA protocol, reviews, analyzes, and recommends modifications of routine projects

Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of state or federal environmental programs. Develops and analyzes data and prepares reports regarding implementation by state, local, and/or tribal environmental protection programs.

Scientific and Technical Analysis

Uses analytical methods and techniques to analyze a wide range of scientific, legal, environmental protection, and/or environmental management issues. Using standard analyses and field studies, provides technical assistance regarding data review, quality assurance and sampling techniques to Regional staff, state and local agencies, private industry, and the general public. Prepares reports defining results of analyses, stating results and making recommendations as appropriate.

Regulation Review/Implementation

Reviews and implements environmental standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develops quality assurance guidelines to establish data quality.

Team/Work Group Participation. Works with self-managed work teams or cross program work groups to determine and specify program goals and objectives. Identifies resources necessary to accomplish goals and objectives. Facilitates cross program communication within EPA to leverage other regulatory programs for improved protection of wetland resources. Ensures that a consideration of wetland resources is an element of all Division watershed/ecosystem initiatives. Organizes or participates in intra-agency wetland planning working groups and task forces and incorporates the findings and policies of other EPA Region 4 programs and projects into the furtherance of wetland protection.

Upper Management Communication. Prepares and conducts briefings and briefing materials on significant wetland protection activities for managers up to and including the Regional Administrator.

**FACTORS:**

Factor 1-7. Knowledge Required by the Position

1250 points

Knowledge, experience, and education includes aquatic ecology, field ecology of aquatic organisms, applied phycology (aquatic plants), water quality sampling methodologies, fish biology and ecology, macroinvertebrate biology and ecology, restoration prioritization and effectiveness assessment for efficient conservation and management of aquatic resources, stream and wetland natural processes, and watershed assessment.

Knowledge and experience related to Wetlands Regulatory Project Management, development of freshwater and marine aquatic ecological methodology, environmental policies, permitting

Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

program requirements, statistical analysis and training related to stream and wetland mitigation and restoration issues; and use of SCUBA in ecological research.

Skill in applying, advanced theories, principles, concepts, practices, standards, and methods of aquatic ecology sufficient to perform assignments that involve initiating, formulating, and planning, major studies, or continuing specialized projects; as well as use findings of specialized studies, new analytical developments, and modified processes to resolve novel, obscure, or highly controversial problems that affect the program area.

The position requires knowledge of applicable environmental statutes and regulations. Basic knowledge of Clean Water Act (CWA) programs, such as wetlands and streams (Section 404); Wetland Program Development Grant CWA program; the CWA 401 programs related to the state water quality agencies' water quality certification programs; the Water Quality Standards Program.

The position requires knowledge of Environmental Justice protocols and programmatic issues.

Experience and experience related to the development of freshwater and marine aquatic ecological management, environmental policies, permitting program requirements, and training related to stream and wetland mitigation and restoration issues.

Skill in applying, advanced theories, principles, concepts, practices, standards, and methods of aquatic ecology sufficient to perform assignments that involve initiating, formulating, and planning, major studies, or continuing specialized projects; as well as use findings of specialized studies, new analytical developments, and modified processes to resolve novel, obscure, or highly controversial problems that affect the program area.

The position requires knowledge of applicable environmental statutes and regulations. Basic knowledge of Clean Water Act (CWA) programs, such as wetlands and streams (Section 404); the CWA 401 programs related to the state water quality agencies' water quality certification programs; the Water Quality Standards Program.

Knowledge of federal, state, and local laws and regulations, documentation and reporting requirements, and lawmaking or rule making processes.

Factor 2-5. Supervisory Controls

650 points

Supervisor provides direction in terms of broadly defined missions and functional responsibilities, together with broad overall objectives and special assignments (as required) in the form of sensitive or special projects. The employee independently sets priorities, selects projects to be pursued, plans, establishes timeframes, and carries out the work to be done; coordinates with other scientists or subject matter specialists and resolves problems; and carries assignments through for achievement of objectives, conformance to policy, and compatibility with the work of other functional elements of the organization.

Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

The supervisor reviews work for potential impact on broad agency policy objectives and program goals; normally accepts work as being technically authoritative; and normally accepts work without significant change.

Factor 3-5. Guidelines

650 points

The incumbent uses guidelines ranging from broad policy statements and recent scientific findings or reports, many of which are ambiguous and require extensive interpretation, to agency manuals and publications; Local, State and Federal codes and standards; scientific literature and publications of professional societies; and agency policy program directives. Guidelines typically cover a range of technical and programmatic criteria which must be interpreted, adapted, and extended. Considerable judgment and latitude are required to determine the intent of applicable guidelines, and formulate interpretations to apply in implementation of regulatory programs. Judgment and originality are required to correlate theoretical considerations with experience to evolve compromises, and to plan and coordinate action promptly to assure efficient and technically adequate responses to problems; to select form among alternative approaches or develop new methods when established practices are inadequate; and to determine the need for additional guidelines.

Factor 4-5. Complexity

325

Work involves performing a variety of duties requiring in-depth analysis of problems and issues that cover a wide geographic and environmentally varied area; integrated resource analysis and coordinating and planning activities with linkages to multiple resource programs; and developing new approaches for problem and issue resolution;

Decisions on course of action utilize analyses and interpretation of issues involving continually changing program or work requirements, policy and program directives, and technological developments; major uncertainties with regard to the most effective approach or methodology to apply; novel and obscure problems involving complicating factors and requirements; and intricate, inconclusive, variable data, and unrelated or conflicting data. The incumbent proposes solutions that have highly visible political consequences; develops standards, methods, and techniques to extend existing methodological capability; formulates solutions to unyielding or controversial problems; and anticipates future trends and requirements.

Factor 5-6. Scope and Effect

The purpose of the work is to assess water quality, structural and functional disturbances (from physical, chemical, and biological agents), and ecological conditions in wetlands and streams impacted by mining and other anthropogenic activities; to determine anticipated impacts from proposed projects such as surface mining operations and development projects; to review chemical and biological monitoring data and reports and investigate impacts to aquatic ecosystems within the context of watershed management and restoration; to recommend methods to avoid and minimize impacts to aquatic ecosystems; to evaluate proposed and existing stream restoration projects associated with mitigation for impacts due to mining and other land use activities; and to assist in the development of field protocols, policy changes, and permitting program requirements related to stream and wetland management.

The work performed involves implementing major agency programs, with projects and activities that are critical, sensitive, and/or controversial. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The results of the work affect large numbers of people on a long-term and continuing basis, and decisions have long-term effects on public and private organizations and/or regulated industries. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

Factor 6-3. Personal Contacts      see below for combined point assignment for Factors 6 & 7

Contacts are a wide range of individuals and groups, including professional personnel and subject matter specialist throughout the Agency, at other federal agencies, in state and local government, Tribal government, private industry, academia, environmental advocacy groups, and in some cases, the media and elected officials.

Factor 7-C. Purpose of Contacts      see below for combined point assignment for Factors 6 & 7

The purpose of contacts is collecting and exchanging information; influencing or negotiating with persons or groups who may be skeptical or uncooperative, or whose interests differ from those of the program represented; providing consultation on problems; defending proposed approaches, negotiating settlement of differences, and resolving problem areas. Issues to be resolved are sensitive or controversial, and often involve gaining compliance with established policies or acceptance of established methods using persuasion or negotiation, or establishing rapport to gain information. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems dealing with others who are working toward mutual goals.

> Combined Point Assignment for Factors 6 & 7



Position Description: Aquatic Ecologist

R4/WPD/WCOB/WMRS

Factor 8-1. Physical Demands

5 points

Work within the office is primarily sedentary; however, physical effort such as periods of standing, bending, climbing, or driving a motor vehicle will also be required, including field work and site visits. The work will require some travel.

Factor 9-1. Work Environment

5 points

Work is typically performed in an adequately lighted and climate controlled office. Will require some travel. There may be occasional exposure to moderate risks or discomforts due to field work associated with mining and other land use sites.





United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## SF 52 Checklist

SF 52 Request #: WM-10-087

Position Title/Series: Ecologist, GS-0408

Entry Grade(s)/Full Performance Level of Position: GS-11/12

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): Wetlands regulatory Project Manager

**DIRECTIONS:** This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☐ No ☒  
If you answered "Yes," please skip all remaining questions, sign and date the form.

- |   |  |
|---|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk)               | <input type="checkbox"/> Contract Specialist (Moderate Risk)               |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk)       | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk)      |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input checked="" type="checkbox"/> Inspector (Moderate Risk)           | <input type="checkbox"/> Attorney (Moderate Risk)                          |
| <input type="checkbox"/> Criminal Investigator (High Risk)              | <input type="checkbox"/> Deputy Division Director (High Risk)              |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk)         | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk)     |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk)       |  |

**Directions for Questions 1-13:** Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☐ No ☒

- |   |   |
|---|---|
| <input type="checkbox"/> Secret                                       | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret                                   | <input type="checkbox"/> Audits   |
| <input type="checkbox"/> Personally identifiable information          | <input type="checkbox"/> Investigations   |
| <input type="checkbox"/> Proprietary information                      | <input type="checkbox"/> EPA's financial resources/records                      |
| <input checked="" type="checkbox"/> Confidential business information |   |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☒

What hazardous materials are involved? none anticipated

impaired streams, e.g., fecal contamination, biting insects

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety: Yes ☐ No ☒

(3) Supervision level received:

- ☒ Close supervision  
☐ General supervision  
☐ Administrative only

Work is reviewed:

- ☒ While in progress  
☐ Only after completion

Administrative controls are in place: Yes ☐ No ☒

What are they? \_\_\_\_\_

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? \_\_\_\_\_

What amount of funding? \_\_\_\_\_

What is the financial limit? \_\_\_\_\_

SF 52 Request#: \_\_\_\_\_

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☒ No ☐

Communicates with:

- ☒ Individuals  
☒ Government-wide audience  
☒ Audience beyond government

Communication products involved are:

- ☒ Technical or policy reports  
☐ Documents containing sensitive information  
☒ Outreach or public relations material  
☐ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☒

What is involved? \_\_\_\_\_

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☒

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☒

What personnel, programs and/or activities are involved? \_\_\_\_\_

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☒

(11) Requires credentials: Yes ☐ No ☒

(12) The scope of this position is:

- ☒ Local  
☒ Regional  
☐ National  
☐ Global

The impact/potential harm this position could cause would be:

- ☒ Internal to EPA  
☐ Government-wide  
☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☐

Explain what they are: \_\_\_\_\_

Jennifer Derby

Name (Please Print)

Program Manager

Title

Jennifer Derby

Signature

7-12-10

Date

PSB Use Only

Risk Designation:

# STAFFING REQUISITION

Print Form

Our Online Automated Recruitment System (EZ-Hire) electronically prescreens candidates and ranks them according to specified criteria.

Your success in attaining high quality candidates using EZ-Hire will be based largely on the time you spend with your Human Resources (HR) Specialist during the pre-recruitment process. Please consult with your HR Specialist on the items that follow.

SF-52: WM-10-087

Organization: Water Protection Division/WCOB/WMRS

Selecting Official's Name: Jennifer Derby

Phone Number (404) 562-9366

Fax Number (404) 562-9355

Subject Matter Expert's Name: William Ainslie

Phone Number (404) 562-9400

Fax Number (404) 562-9355

**Position Description:** Before recruitment can be initiated, you need to develop a Position Description (PD) that accurately reflects the duties and responsibilities of the job to be filled. PD's that were previously classified may also be used ( submit the old PD coversheet).

Job Title: Ecologist

Series: 0408

Grade(s): 11/12

Position Was Occupied By (Name):

Position Number:

Vacancy Identified in Succession Management Plan:

☐

Vacancy Aligned with Agency Human Capital Goals:

☐

Duty Station: Atlanta, GA

List Multiple/Other Locations:

#Positions to Fill: 1

Promotion Potential:

Work Schedule: Full-Time

If Part-time, Hours/week:

Position Type:

Term

NTE:

## Type of Vacancy Announcement - Select One

Merit Promotion:

Delegated Examining:

Delegated Examining - Open to any United States Citizen - Nationwide

Name Request (DE only):

Attach Resume and  
Transcripts (if applicable)

Other:

### Information on Types of Announcements:

**Merit Promotion** - Open only to applicants who have served on permanent, competitive service appointments or certain non-competitive appointing authorities. Certain Veterans may also apply, but do not receive preference points and selection priority. No one else is eligible to apply. Eligible candidates compete under EPA's Merit Promotion Plan procedures.

**Delegated Examining** - Any United States Citizen may apply. Positions are advertised under guidelines of the Delegated Examining Agreement between EPA and the Office of Personnel Management (OPM), and constitute Federal Examining Procedures. Federal employees may also apply on these announcements, but if selected, may be required to complete a new probationary period. Veterans receive preference points and have selection priority.

**Conditions of Employment- Check All That Apply**

- ☐ Security Clearance      Security Designation:
- ☐ Pre-Employment Physical      ☐ Medical Monitoring Required
- ☐ Financial Disclosure      Dep. Ethics Official's Name: \_\_\_\_\_
- ☐ Drug Testing            Overnight Travel Per Month:
- ☐ Position is Temporary/Term (JUSTIFICATION MUST BE ATTACHED)
- ☐ Special License/Requirement(s)      Type of License/Requirement(s): \_\_\_\_\_

**Relocation Expenses**

Will Travel Be Paid? (**Form 1: Management's Determination of Payment of Moving Expenses Must be Attached**)

**Incentives - If you wish to offer an incentive, contact your HR Shared Service Center.**

Incentive to Offer on Vacancy Announcement: \_\_\_\_\_

**Documents Attached (Optional):**

- ☐ Job Analysis      ☐ EZHire Questions      ☐ Prior Vacancy Announcement

---

**THIS SECTION TO BE COMPLETED BY HR SPECIALIST AFTER RECRUITMENT STRATEGY MEETING**

---

Grade(s) to Advertise:

No. Days to Advertise MP (if greater than minimum): \_\_\_\_\_

No. Days to Advertise DE (if greater than minimum): \_\_\_\_\_

Is This An Underrepresented Series?

If Yes, what recruiting sources should be contacted: (Identify Universities, organizations, etc., to send diversity e-mail notification)

Recruit Sources:

Program Office Use A Paid Ad?

If Yes, Name of Publication & Date \_\_\_\_\_

Comments:

HR Specialist: \_\_\_\_\_

Consultation Date: \_\_\_\_\_

EPA Order

3110.20

Approval Date: 11/14/2002

Review Date: 11/14/2005

## FORM 1: Determination for payment of relocation expenses

Position: Ecologist

Vacancy announcement #: \_\_\_\_\_

Organization: Water Protection Division Location (city, state): Atlanta, GA  
In determining whether payment for relocation expenses would be in the Government's interest for an employee or outside candidate selected to fill the position listed above, I have considered the factors listed below.  
[Check off and add comments as appropriate]

\_\_\_\_\_ 1. Labor market conditions, locally and elsewhere Comment:

X 2. Availability of resources to pay relocation expenses Comment: Adequately skilled and diverse pool of candidates exists locally.

X 3. Past recruitment experience with similar vacancies Comment:

\_\_\_\_\_ 4. Time constraints related to filling the vacancy Comment:

\_\_\_\_\_ 5. Diversity concerns related to filling the vacancy Comment:

\_\_\_\_\_ 6. Other [specify] \_\_\_\_\_ Comment:

\_\_\_\_\_ 7. Other [specify] \_\_\_\_\_ Comment:

Based on my consideration of the above factors, I have concluded that:

\_\_\_\_\_ [initial] It is in the Government's interest to pay relocation expenses. Payment of relocation expenses will assist in attracting qualified candidates.

YM [initial] It is not in the Government's interest to pay relocation expenses. Payment of relocation expenses is not necessary to attract qualified candidates.

The vacancy announcement and any other solicitation for this position will be consistent with the determination initiated above. A statement consistent with this determination will be included in the vacancy announcement for this position and in any related publications or documents.

Name: Gale Mitchell Date: 7-15-10  
[signature]

Title: Deputy Director Office/code: Water Protection Division

[This form may be amended locally to include separate signature lines documenting the recommendation, decision, and/or concurrence of specific management officials.]

